

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101-1932

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FAX. 603-628-6065

CITY WEBSITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)



## **WELFARE SPECIALIST I**

(Announcement No. R-005-07)

Grade 16

Starting Salary: \$34,573.58 yearly – extensive benefits package

Exempt

### **THE JOB:**

Under general supervision, determines client eligibility for emergency and on-going welfare assistance; assesses long term needs and works collaboratively to establish a plan for self-sufficiency. You will refer your clients to Federal, State, and non-profit agencies when appropriate. Performs related duties.

### **MINIMUM**

### **QUALIFICATIONS:**

Bachelor's Degree in related social science field and 2 years experience in social service programs; or an equivalent combination of training and experience.

**NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.**

### **APPLICATION**

### **PROCEDURES:**

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

### **OFFICE HOURS:**

Monday through Friday, 8:00 AM to 5:00 PM

### **OPENING DATE:**

Wednesday, Jan. 10, 2007

**CLOSING DATE:** Friday, Jan. 26, 2007

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***